

## PSI licensure:certification

3210 E Tropicana Las Vegas, NV 89121 www.psiexams.com

## California Committee on Dental Auxiliaries Registered Dental Assistant Examination



## **CANDIDATE INFORMATION BULLETIN**

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Please refer to our website to check for the most updated information at www.psiexams.com.

# EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

Once a candidate is determined to be eligible, COMDA will notify the examination administration contractor, PSI licensure:certification (PSI). PSI will mail a scheduling notice indicating how the candidate may schedule an examination.

Your examination eligibility expires and your application is deemed abandoned if your fail to take the RDA written examination within one year after being deemed eligible by the Committee. This is the date on the eligibility letter the Committee sends to you. When your eligibility expires, you will need to reapply to the Committee to be considered eligible to take the RDA written examination.

## **FEE**

The following fee table lists the applicable fee for the examination. The fee is for <u>each</u> registration, whether you are taking the examination for the first time or repeating.

EXAMINATION FEE		
Examination Fee	\$43	
NOTE: REGISTRATION TRANSFERABLE	ON FEES ARE NOT REFUNDABLE OR	

In most California testing centers, testing does not take place on the following major holidays:

Memorial Day	Closed May 26, 2008
Independence Day	Closed July 4, 2008
Labor Day	Closed September 1, 2008
Thanksgiving	Closed November 27-28, 2008
Christmas	Closed December 25, 2008

## **INTERNET SCHEDULIING**

You may schedule for your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, <a href="www.psiexams.com">www.psiexams.com</a>. You may schedule for a test via the Internet 24 hours a day.

- Complete the registration form online and submit your information to PSI via the Internet.
- 2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
- You will need to choose a date to complete your registration.
- Upon successful registration, you will receive a traceable confirmation number.

## TELEPHONE REGISTRATION AND SCHEDULING

The second fastest method of scheduling is via the telephone with PSI's Interactive Voice Response system (IVR) during non-business hours, or through live registrars during business hours. For telephone registration, you will need a valid VISA or MasterCard.

 Complete the Examination Registration Form, including your credit card number and expiration date, so that you will be prepared with all of the information needed to register by telephone.

Call (877) 392-6422, 24 hours a day and register using the Automated Registration System. Otherwise, PSI registrars are available Monday through Friday, between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time, to receive the information listed on your Examination Registration Form and schedule your appointment for the examination.

## FAX REGISTRATION AND SCHEDULING

For Fax registration, you will need a valid VISA or MasterCard.

Complete the Examination Registration Form, including your credit card number and expiration date.

- 1. Fax the completed form to PSI (702) 932-2666. Fax registrations are accepted 24 hours a day.
- 2. If your information is incomplete or incorrect, it will be returned for correction.

Please allow 4 business days to process your Registration. After 4 business days, you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (877) 392-6422. between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time. You may also schedule online by accessing PSI's registration website at www.psiexams.com.

## STANDARD MAIL REGISTRATION AND SCHEDULING

For those desiring to make a payment for their examination using cashier's checks or money orders, or for those that simply do not wish to provide credit card information over the phone or Internet, you must use the Standard Mail Registration. In order to register, please follow the steps below.

 Complete the PSI Examination Registration Form (found at the end of the bulletin), and include appropriate examination fee to PSI. Payment of fees can be made by money order or cashier's check. Money orders or cashier's checks should be made payable to PSI. Print your social security number on your cashier's check or money order to ensure that your fees are properly assigned. CASH, COMPANY CHECKS AND PERSONAL CHECKS ARE NOT ACCEPTED.

Mail the completed Registration Form to:

PSI licensure:certification
ATTN: Examination Registration CA COMDA
3210 E Tropicana
Las Vegas, NV 89121



## (877) 392-6422 • Fax (702) 932-2666 www.psiexams.com

Please allow 2 weeks to process your Registration. After 2 weeks you may schedule your examination using a touch-tone phone, by calling PSI 24 hours a day at (877) 392-6422. To schedule with a PSI registrar, call Monday through Friday, between 4:30 am and 7:00 pm and Saturday, between 8:00 am and 2:00 pm, Pacific Time. You may also schedule online by accessing PSI's registration website at www.psiexams.com.

## **CANCELING AN EXAMINATION APPOINTMENT**

You may cancel and reschedule an examination appointment without forfeiting your fee *if your cancellation notice is received 2 days prior to the scheduled examination date.* For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (877) 392-6422. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

## MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.

## **EXAMINATION SITE CLOSING FOR AN EMERGENCY**

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## SPECIAL ACCOMMODATIONS AVAILABLE

Requests for special testing accommodation must be received by COMDA at the time the examination application is submitted to allow for processing. Accommodations that fundamentally alter the measurement of the skills or knowledge the examination is intended to test will not be provided.

## REQUESTING EXAMINATION ACCOMMODATIONS

Accommodations will not be provided at the examination site unless prior approval by COMDA has been granted. Reasonable, appropriate, and effective accommodations may be requested from the Committee by submitting the "Request for Accommodation of Disabilities" package, which can be obtained from COMDA's Web site (www.comda.ca.gov).

The Committee will contact you once approved with further instructions. Do not call PSI to schedule your examination until you have received written notification from the Committee regarding your request for accommodations.

## **EXAMINATION SITE LOCATIONS**

The California examinations are administered at the PSI examination centers in California as listed below:

### ANAHEIM

2301 W. LINCOLN AVE, SUITE 252 ANAHEIM, CA 92801 (714) 254-1453

TAKE I-5 SOUTH TO SANTA ANA. EXIT ON BROOKHURST ST. AND MAKE A RIGHT GOING SOUTH. TURN RIGHT (WEST) ON LINCOLN AVE. RIGHT AFTER MONTEREY LN. GO HALF A BLOCK AND ENTER ON THE FIRST OR SECOND DRIVEWAY ON 2301 LINCOLN. SUITE 252 IS LOCATED ON THE SECOND FLOOR.

### **ATASCADERO**

7305 MORRO RD, SUITE 201A ATASCADERO, CA 93422 (805) 462-8983

FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. Turn LEFT onto CA-41/MORRO RD.

FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.

## BAKERSFIELD

5405 STOCKDALE HIGHWAY, SUITE 206 BAKERSFIELD, CA 93309 (661) 398-9354

FROM 1-5 S, TAKE THE STOCKDALE HWY EXIT (253). TURN LEFT ONTO STOCKDALE HWY.

FROM 1-5 N TOWARD BAKERSFIELD, KEEP LEFT TO TAKE CA-99 N VIA EXIT (221) TOWARD BAKERSFIELD/FRESNO. TAKE THE CA-58 E EXIT TOWARD TEHACHAPI/MOJAVE. TAKE THE EXIT ON THE LEFT TOWARD CAL STATE UNIV/STOCKDALE HWY/BRUNDAGE LANE. TURN LEFT ONTO WIBLE RD. TURN SLIGHT LEFT ONTO STOCKDALE HWY.

## CARSON

17420 S. AVALON BLVD, SUITE 205 CARSON, CA 90746 (310) 217-1066

FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).

FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT HAND SIDE. (SAME PARKING LOT AS CARL'S IR)

### **EL MONTE**

9420 TELSTAR, SUITE 138

(psi) www.psiexams.com

EL MONTE, CA 91731

(626) 442-4112

FROM I-10 E TOWARD SAN BERNARDINO, MERGE ONTO ROSEMEAD/CA 19 S TOWARD LONG BEACH. TURN LEFT ONTO E. TELSTAR AVE.

FROM I-10 W TOWARD LOS ANGELES, TAKE THE ROSEMEAD BLVD/CA-19 EXIT TOWARD PASADENA. TAKE THE ROSEMEAD BLVD RAMP TOWARD LONG BEACH. MERGE ONTO ROSEMEAD BLVD/CA-19 S. TAKE A LEFT ONTO E. TELSTAR AVE.

#### **FRESNO**

351 E. BARSTOW, SUITE 101 FRESNO, CA 93710 (559) 221-9006

FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BASTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT HAND SIDE.

FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE.

TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.

#### **HAYWARD**

24301 SOUTHLAND DRIVE, SUITE B-1 HAYWARD, CA 94545

(510) 784-1114

FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.

FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.

### RFDDING

2861 CHURN CREEK, UNIT C REDDING, CA 96002 (530) 221-0945

ON 299 FROM EAST TAKE RAMP ONTO 1-5 S. TAKE EXIT #677/REDDINGCYPRESS AVE. TURN LEFT ON E CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

ON 299 FROM WEST TURN RIGHT ON MARKET ST (CA-273 S). TURN LEFT ON TEHEMA ST (CA-299 E). CONTINUE TO FOLLOW CA-299 E. TAKE EXIT #2A/RED BLUFF/SACRAMENTO ONTO 1-5 S. TAKE EXIT #677/REDDING/CYPRESS AVE. TURN LEFT ON E CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.

ON 1-5 FROM NORTH TAKE EXIT #677/ REDDING/CYPRESS AVE. TURN LEFT ON E CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD ON 1-5 FROM SOUTH TAKE EXIT #677/ REDDING/CYPRESS AVE. TURN RIGHT ON E CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD

ON HWY 44 FROM EAST TAKE RAMP TOWARD VICTOR AVE. TURN LEFT ON VICTOR AVE. TURN RIGHT ON E CYPRESS AVE. TURN LEFT ON CHURN CREEK RD.

FROM ALL DIRECTIONS, FRONT BUILDING IS 2881 CHURN CREEK, DRIVEWAY INTO COMPLEX IS DIRECTLY ACROSS FROM MAJOR MUFFLER ON EAST SIDE OF CHURN CREEK. 2861 IS FIRST BUILDING ON THE LEFT.

### **RIVERSIDE**

RIVERSIDE TECHNOLOGY BUSINESS PARK 1660 CHICAGO AVE, SUITE M-15 RIVERSIDE, CA 92507 (951) 680-9720

FROM I-215 N TOWARD RIVERSIDE/SAN BERNARDINO, TAKE THE COLUMBIA AVENUE EXIT. TURN RIGHT ONTO E LA CADENA DR. TURN LEFT ONTO COLUMBIA AVE. TURN RIGHT ONTO CHICAGO AVE. TURN LEFT ONTO MARLBOROUGH AVE AND END AT 1660 CHICAGO AVENUE.

WWW.PSIEXAMS.COM

FROM 1-215 S TOWARD SAN BERNARDINO/RIVERSIDE, TAKE THE EXIT TOWARD COLUMBIA AVENUE. TURN SLIGHT RIGHT ONTO INTERCHANGE DR. TURN LEFT ONTO PRIMER ST. TURN LEFT ONTO COLUMBIA AVE. TURN RIGHT ONTO CHICAGO AVE. TURN LEFT ONTO MARLBOROUGH AVE AND END AT 1660 CHICAGO AVENUE.

#### SACRAMENTO

9719 LINCOLN VILLAGE DR. BUILDING 100, SUITE 100 SACRAMENTO, CA 95827 (916) 363-6455

FROM SAN FRANCISCO/VALLEJO ON I-80 E, TAKE US-50 E TOWARD SACRAMENTO/SOUTH LAKE TAHOE. TAKE BRADSHAW ROAD, EXIT 13, TURN RIGHT ONTO BRADSHAW ROAD. TURN IMMEDIATE LEFT ONTO LINCOLN VILLAGE DR.

## SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 3300

SAN DIEGO, CA 92121

(858) 658-0786

FROM 1-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM I-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL

#### SANTA ROSA

160 WIKIUP DRIVE, SUITE 105 SANTA ROSA, CA 95403

(707) 544-6723

FROM US-101 N, MERGE ONTO FULTON RD. TURN RIGHT ONTO AIRPORT BLVD. TURN RIGHT ONTO OLD REDWOOD HWY. TURN LEFT ONTO WIKIUP DR.

FROM US-101 S, TAKE THE AIRPORT BLVD EXIT. TAKE THE RAMP TOWARD MARK WEST AREA/LARKFIELD WIKIUP. TURN LEFT ONTO AIRPORT BLVD. TURN RIGHT ONTO OLD REDWOOD HWY. TURN LEFT ONTO WIKIUP DR.

## SANTA CLARA

2936 SCOTT BLVD SANTA CLARA, CA 95054

(408) 844-0004

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

## REPORTING TO THE EXAMINATION SITE

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee.

Even though candidates will be thumb printed, you are still required to comply with any identification requirements established by the appropriate regulatory entity.

## REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide 1 form of identification, either:

- Non-expired government issued driver's license
- Non-expired government issued identification card (state, military)
- Non-expired passport
- Non-resident alien card
- Non-expired Mexican Consulate Identification

If you cannot provide the required identification, you must call (877) 392-6422 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

## CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials:
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;
- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- Communicating with any other examinee during the administration of a licensing examination.
- Copying answers from another examinee or permitting one's answers to be copied by another examinee.
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination.
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

## IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

- 1. All candidates will have their thumbprint taken during examination check-in and re-entry into the testing room after an approved absence. If a candidate passes the examination, the thumbprint record will be destroyed. If a candidate abandons his or her application for licensure, as determined by the appropriate regulatory authority, the thumbprint will also be destroyed. If a candidate is unsuccessful, the thumbprint record will be retained by PSI to ensure proper identification on any subsequent examination attempts. If the thumbprint doesn't match upon exit and re-entry, the candidate shall be disqualified from the examination, his or her test results invalidated, and the appropriate regulatory entity will be notified of the occurrence. The taking of the thumbprint is an additional measure to enhance examination security. Department's Office of Examination Resources shall ensure that the appropriate safeguards for the storage and destruction of the thumbprint records are in place.
- 2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination.
- There are timing mechanisms available at the test site and on the computer console to help candidates keep track of time during the test administration. Watches or other timekeeping devices are not permitted in the examination rooms.
- 4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when you leave the room and when you return. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence, which will take appropriate action.
- 5. The following items are not permitted in the examination rooms:
  - Cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or readings material, music players, radios, electronic games, calculators, or briefcases.
  - Personal items including watches, backpacks, wallets, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
  - Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates shall return these items to their vehicle or other place

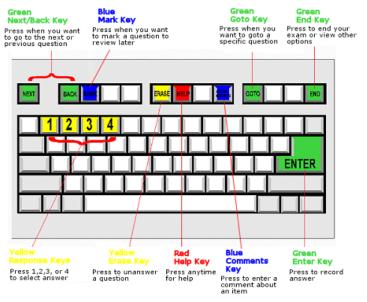
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of safekeeping. Neither PSI, nor the Department of Consumer Affairs, shall be responsible for the items. Any candidate possessing the prohibited items in the examination room shall have his or her test results invalidated, and PSI shall notify the appropriate regulatory entity of the occurrence.

 Copying or communicating examination content is a violation of PSI security policy and existing law. Either one shall result in the disqualification or invalidation of examination results, the denial of your license, and may subject the candidate to criminal prosecution.

## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skills. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here.



## **IDENTIFICATION SCREEN**

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

## **TUTORIAL**

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

## **EXAMINATION QUESTION EXAMPLE**

During the examination, you should press 1, 2, 3, or 4 to select your answer. You should then press "ENTER" to record your answer and move on to the next question. You may not skip, mark, or review any questions during the examination. A sample question display follows:



## **PRETEST ITEMS**

In addition to the number of questions per examination, a small number of five to ten "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such non-scored experimental questions is an essential step in developing future licensing examinations.

## THE RDA EXAMINATION

## **EXAMINATION RESULTS**

You will receive the results of your Written Examination at the PSI test center. The results will also be sent to COMDA.

If you have already taken the practical examination, and pass the written examination, you should contact COMDA about 30 days after passing the written examination if you have not received your license. If you fail the written examination, you will receive a failed score report and an application to retake the examination.

Licenses will <u>not</u> automatically be issued once you pass both examinations. COMDA must first complete its criminal history investigation of each applicant.

## **CONTENT OUTLINE**

The written examination includes about 175 multiple-choice items. It is functional in nature, covering the duties and settings for Registered Dental Assistants as defined in the California Dental Practice Act. You will have 3 hours to complete this examination.

Following is an outline of the written examination. The numbers in parentheses indicate the approximate number of questions covering the topic in the examination. Questions may require knowledge of rationale (indications, contraindications), instrumentation, technique, and evaluation criteria in the following categories:

## 1. Examination and Treatment Planning Procedures (26)

- a. Health history
- b. Oral examination
- c. Bite registrations
- d. Preliminary impressions
- e. Education
  - (1) Prevention
  - (2) Pre- and post-operative instructions
- f. Chairside techniques
- g. Recordkeeping

### 2. Orthodontic procedures (26)

- a. Separators
- b. Arch measurements
- c. Fixed and removable appliances
- d. Bands and brackets
- e. Ligatures and archwires
- f. Recognition of occlusal relationships

### 3. Restorative Procedures (42)

- a. Temporary crowns
- b. Temporary restorations (Temporary sedative dressings)
- c. Bases
- d. Cements
- e. Dental materials
- f. Wedges and matrices

## 4. Periodontal and Surgical Procedures (10)

- a. Instrumentation and materials
- b. Dressing
  - (1) Post-extraction
  - (2) Periodontal
- c. Sutures

## 5. Endodontic Procedures (7)

- a. Instrumentation and materials
- b. Pulp vitality
- c. Drying canals

## 6. Anesthetics and Topical Agents (9)

- a. Topicals
- b. Fluoride
- c. Nitrous oxide/oxygen sedation

## 7. Medical - Dental Emergencies (16)

- a. Medical
- h Dental

## 8. Legal Considerations (12)

## 9. Occupational Safety (3)

a. Incorporating all safety measures when using toxic materials or irritants

## 10. Infection Control (24)

- a. Personal protective equipment
- b. Aseptic conditions
- c. Sterilization
- d. Disinfection
- e. Hazardous waste disposal
- f. Radiography procedures

## WRITTEN EXAMINATION REFERENCES

Following is a list of publications that may help you prepare for the written exam. The list does not include all dental assisting textbooks nor is it intended to be an endorsement of the publications listed.

ADA Division of Scientific Affairs, Facts About AIDS for the Dental Team (pamphlet available from Council on Dental Therapeutics, 3rd Ed. published July 1991).

Anderson, P.C. and Burkard, M.R., *The Dental Assistant*, 6th Ed., Delmar Publishing, Albany, 1995.

Accepted Dental Therapeutics, 40th Edition, American Dental Association, Chicago, 1984.

Barton, R., Matteson, S., and Richardson, R., *The Dental Assistant*, 6th Ed., Lea and Febiger, Philadelphia, 1988.

Basic Life Support for the Professional Rescuer, American Red Cross, April, 1993.

Baum, L., Phillips, R.W., and Lund, M.R., *Textbook of Operative Dentistry*, 3rd Ed., W. B. Saunders Company, Philadelphia, 1995.

Blade, Barbara, <u>California RDA Review</u>, 2nd Ed., Dental Professionals of California, Newhall, 1995.

Boucher, Carl O., Boucher's Clinical Dental Terminology: Glossary of Accepted Terms in All Disciplines of Dentistry, 4th Ed., C.V. Mosby, St. Louis, 1993.

California Radiation Control Regulations, State Department of Health Services, Sacramento, 1987.

Carranza, F. A. Jr., *Glickman's Clinical Periodontology*, 7th Ed., W. B. Saunders Company, Philadelphia, 1990.

Centers for Disease Control, "Protection Against Viral Hepatitis", MMWR, Vol. 39, February 9, 1990.

Chasteen, J.E., Essentials of Clinical Dental Assisting, 4th Ed., The C.V. Mosby Company, St. Louis, 1989.

Cottone, J.A., Molinari, J.A., "State of the Art Infection Control in Dentistry", JADA, Vol. 122, August, 1991, pp. 33-41.

Cottone, J.A., Terezhalmy, G.T., Molinari, J.A., *Practical Infection Control in Dentistry*, Lea and Febiger, Mavern, PA, 1991.

Ehrlich, A., Fundamentals II: Infection Control, Local Anesthesia, and Oral Surgery, Colwell Systems, Inc., Champaign, Illinois, 1988.

Ehrlich, A., *Nutrition and Dental Health*, Delmar Publishers, Albany NY, 1987.

Frank, A.L., Simon, J.H.S., Abou-Rass, M., and Glick, D.H., *Clinical and Surgical Endodontics Concepts in Practice*, W. B. Saunders Company, Philadelphia, 1983.

Greenfield, Joan, <u>The RDA Review Manual</u>, J. Productions, 1993, 13<sup>th</sup> edition.

"Infection Control Recommendations for the Dental Office and Dental Laboratory", Journal of the American Dental Association, Volume 123(8), August, 1992.

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Before you begin. . .

Read the Candidate Information Bulletin before filling out this registration form. You must provide all information requested and submit the appropriate fee. PLEASE TYPE OR PRINT LEGIBLY. Registration forms that are incomplete, illegible, or not accompanied by the proper fee will be returned unprocessed. Registration fees are not refundable.

1.	Legal Name:			
		Last Name (Jr/III)		
		First Name Middle Name		
2.	Candidate ID:			
3.	Mailing Address:			
		Number, Street Apt/Ste		
		City State Zip Code		
4.	Telephone: Home	- Office		
5.	Email:			
6.	Examination:	Registered Dental Assistant Examination (\$43)		
7.	Total Fee \$43 (Money Or	der or Cashier's Check only. Personal and company checks are not accepted.)		
	Credit card (MasterCard or VISA) payment accepted for phone or fax registrations only. (Check One):			
Ca	Card No: Exp. Date:			
	Card Verification No:	For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.		
	Cardholder Name (Print):	Signature:		
9.		the information provided on this registration form (and/or telephonically to PSI) is correct. I understand that any may result in denial of registration. I have read and understand the candidate information bulletin.		
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When you have finished this form in its entirety, please mail the form, along with the appropriate fees, to the address below.

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You are eligible to participate in the California Registered Dental Assistant Examination (RDA). Your address label below contains important date information. In the upper left corner of the address label (above your name) is the date your application for examination was approved; following that is the date by which you must take your examination. You must take your examination by the date specified on the label, or you will need to reapply (see *Expiration of Examination Eligibility* in this bulletin).

Note: Your name below must match exactly the one required form of identification you must bring to the testing site.

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